

OC-M-74-243  
7 May 1974

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM : Executive Assistant, OC

SUBJECT : "Watergate" - Office of Communications  
File Review

1. The Office of Communications' "Watergate" review of OC's total record holdings of 3,516 cubic feet identified the following record volumes:

<u>Category</u>	<u>Volume (cubic feet)</u>	
	<u>Headquarters</u>	<u>Records Center</u>
A	2,704.5	755
B	41.5	15*
C	-0-	-0-
	<u>2,746</u>	<u>770</u>

TOTAL 3,516

2. These records were categorized based on file descriptions, by careful and conscientious decision of responsible Office of Communications task force officers, who are listed below:

25X1A	a.	[REDACTED]	Executive Assistant
	b.	[REDACTED]	OC Information Control Staff
25X1A	c.	[REDACTED]	OC Operations
	d.	[REDACTED]	Engineering
	e.	[REDACTED]	OC Services
	f.	[REDACTED]	Programs & Budget Staff
	g.	[REDACTED]	OC Security Staff
	h.	[REDACTED]	Domestic Communications

\* Plus 15 cubic feet, estimated as equivalent to the 15 reels reviewed of 16mm microfilm (average 2,000 documents per reel) of records formerly held in the records center.

-1-

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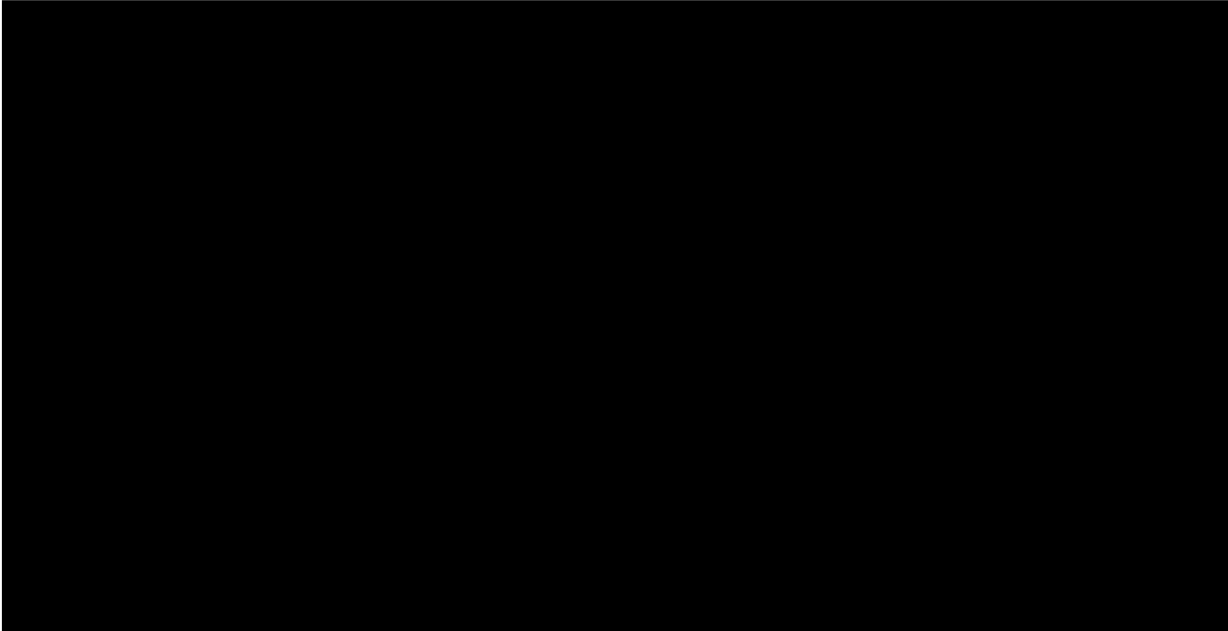
25X1A

3. The OC Task Force excluded Category A records from further review, and carefully, conscientiously and thoroughly reviewed all OC Category B records (no Category C records were identified). This review was directed primarily toward two subject areas: (a) [REDACTED] material from 1949, and (b) "Watergate" related material from 1969. No such material was found.

4. Attachment A outlines the procedures followed by the OC Task Force, and attachments B and C list the records identified as Category A and B.

5. All available key OC Headquarters personnel were contacted in an attempt to determine if any subject material could be recalled from memory. No overseas personnel were contacted during this review. To the best of our knowledge there are no personnel in the Office of Communications who have had any personal or official contact with the subjects of this investigation other than those reported in the initial survey on 23 May 1973 (see attachment D).

6. A specific effort was made to uncover any instance of Communications support having been given directly to Watergate-related groups or activities. No such instances were found.



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10. We estimate that the Office of Communications expended 414 manhours in conjunction with this file review.



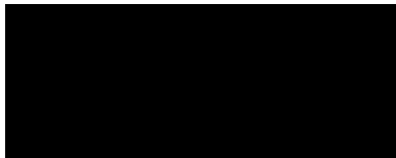
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Attachments:

- a. Memorandum for OC Task Force Members
- b. List of Category A material
- c. List of Category B material
- d. Personnel Survey, dated 23 May 1973
- e. List of items of interest to other Agency activities/components

25X1A

Approved:



*May 8, 1974*  
Date

Director of Communications

Distribution:

Orig - addressee

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